

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-026

OPENING DATE: 13 February 2004

CLOSING DATE: 1 March 2004

ANTICIPATED FILL DATE: 28 Mar 04

### POSITION TITLE AND NUMBER

Supervisory Financial Technician (Exc Indef)  
PDCN 70308/70354/70355000; MD#: 1525-201V

### UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office  
(USPFO), NCARNG, Raleigh, NC

### GRADE AND SALARY (Includes Loc. Pay 10.09%)

GS-0503-09 \$39,690.00 - \$51,599.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is the Statewide. Applications will be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT**: Must have 24 months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (**WITH DATES**) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Ability to delegate work and supervise employees.
2. Ability to communicate orally and in writing.
3. Ability to research information.
4. Knowledge of pay processes (civilian, military, travel, and commercial accounts).
5. Ability to coordinate with various offices/units/individuals

**CONDITION OF EMPLOYMENT**: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.** 3. The recommended applicant **will not** be approved for appointment until the appropriate physical examination is completed.

**SECURITY REQUIREMENT**: Must have or be able to obtain a Security Clearance at the Secret level.

**MILITARY ASSIGNMENT**: Assignment to a compatible **Officer, Warrant Officer or Enlisted** position in the NCARNG is mandatory. (Q: 44A, 45A; **WO**: 420A, 920A/B; **E**: CMF 71, MOS 92 A/Y/Z)

**EVALUATION FACTORS USED**: Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Supervises technicians, (grades GS-05/06), in two distinct units', each lead by a GS-07 Leader, engaged in administrative work related to military, technician and voucher examination pay actions. Working through the Leaders plans work schedules on a weekly, project, or longer basis. Schedules and assures even flow and distribution of work and expedites handling of priority cases. Revises the work schedule as necessary. Reports to Comptroller/Financial Manager (FM) on critical issues related to financial service operations. Monitors quality and quantity of work. Assigns work through Leaders based on a selective consideration of difficulty, requirements of assignments, availability, capability, and written instructions. Keeps all employees informed of management goals and objectives. Prepares requests for filling vacancies or for additional personnel. Selects employees from lists of eligible. Sets performance standards and evaluates employee's performance considering Leader input. Prepares requests and recommendations for promotions and reassignments. Recommends recognition for outstanding performance. Approves and disapproves leave. Receives and resolves grievances submitted by Leaders, and forwards to higher level management for resolution when required. Takes disciplinary actions as deemed necessary or forwards to higher-level management as required. Incumbent implements provisions of programs in the area of Equal Opportunity and Labor Management relation. Assures position management principles are adhered to and those position descriptions of subordinates are accurate. Inform employees of all aspects of personnel programs. Formulates and conducts training programs for assigned personnel and conducts informal training to broaden employee skills. Serves as the On the Job Trainer (OJT). Provides statistical information to the Financial Manager as required. Directs the local operation of the ARNG Military Pay Systems (Active Guard and Reserve (AGR) and M-day personnel). Directs the local operation of the Defense Civilian Pay System (DCPS) involving General Schedule and Wage Grade positions. Directs the local operation of travel and vendor pay systems. Serves as the focal point for the administrative processing and review of payroll inquiries for the ARNG. Prepares detailed analysis and background material for Congressional inquiries, Army Audit Agency; DOD, IG, General Accounting Office; USPFO, and any appropriate major command. Oversees the unit dual compensation reconciliation process to ensure all time has been properly approved and documented. These processes cover the use of administrative policy, Law Enforcement, and Military Leave for Civil Service Technicians. Establishes an internal management control review program and conducts internal audits as necessary for these areas. Ensures that all processes and systems are intently reviewed to prevent fraud, waste and mismanagement. Ensures validity of sensitive and confidential legal actions involving pay withholding for child support, alimony, divorce, education assistance, bankruptcy, and Internal Revenue Service garnishments. Works closely with the Freedom of Information Act (FOIA) officer to ensure proper procedures are followed prior to releasing payroll information. Prepares entitlement determinations and affidavits for civilian attorneys as evidence in court actions, ensuring proper format as required based upon federal, state country or municipal court proceedings. Ensures that liaison is established and maintained with the Human Resource Office (HRO) and the Military Personnel Office (MPO) as well as the Defense Finance and Accounts Service (DFAS) to process pay documents and resolve problems. Coordinates with higher headquarters, other agencies and financial institutions to resolve pay related problems. Assists and works with units providing technical guidance for all pay issues. Prepares or ensures the preparation of required correspondence. Performs research of current, historical, and source data to develop and explain detailed entitlement information not otherwise readily available. Provides detailed interpretations, suggestions for action and recommendations for improvement based on the process. Responsible for and supervises the maintenance of financial data and other records needed to support the pay system. Administers the finance portion of military/technician personnel readiness processing when ordered to active duty. Responsible for the coordination of pays processing/actions during deployment and demobilization. Provides for customer service assistance involving pay entitlements, computations of special pay entitlements and the effects of various deductions. Understands all computer systems used for all pay actions. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. Individual selected may be terminated upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**